

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

R300047

2. Reason for Submission

☐ Redescription  
☐ Reestablishment

☒ New  
☐ Other

3. Service

☐ Hdqtrs. ☒ Field

4. Employing Office Location

Twin Cities, MN

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☐ Competitive  
☐ Excepted (Specify in Remarks)  
☐ SES (Gen.) ☐ SES (CR)

11. Position Is:

☐ Supervisory  
☐ Managerial  
☒ Neither

12. Sensitivity

☒ 1-Non-Sensitive ☐ 3-Critical-Sensitive  
☐ 2-Noncritical-Sensitive ☐ 4-Special-Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. U.S. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

d. First Level Review

Biological Science Technician (General)

GS

404

04

jtw

1/31/93

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Interior

a. First Subdivision

U.S. Fish and Wildlife Service

b. Second Subdivision

Region 3

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Signature

Date

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

J.T. Westberg

Personnel Management Specialist

Signature

Date

22. Position Classification Standards Used in Classifying/Grading Position

Standard Position Description R300047

Grade Level Guide for Aid &amp; Technician Work

GS-400, TS-111, 12/91

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

FPL - GS-4

Supervisor Copy

Employee copy

OPF(L) Copy

Classification Copy

25. Description of Major Duties and Responsibilities (See Attached)

Introduction

The incumbent of this position serves as a Biological Science Technician in support of programs conducted by the U.S. Fish and Wildlife Service. Typical, but not all inclusive, duties of the position are illustrated by performance of the following:

Major Duties:

- Completes routine surveys and censuses of a variety of wildlife and/or waterfowl species. Records data in required format and prepares routine reports.
- Assists in collecting and recording information on habitat conditions, water level readings, aquatic plant production, etc.
- Assists in banding of waterfowl and other wildlife species.
- Assists in the area of public use which may include answering visitor questions, patrolling an area, assisting in a visitor center, and conducting refuge tours.
- May participate in prescribed burning activities.
- Assists with maintenance and construction work, such as fencing, boundary posting, painting, etc. Assists with repair of dikes, and water control structures, etc., and a variety of other related duties.
- May be required to operate passenger vehicles, light trucks, and tractors.

Factors:1. Knowledge Required by the Position:

- General knowledge of biological work and procedures to perform a variety of tasks.
- Working knowledge of technical terminology used in the fields of biology to understand assignments and to communicate with co-workers.
- Knowledge and skill in taking scientific measurements, performing simple mathematical calculations, and keeping detailed and precise records in order to collect and assemble data.
- Ability to perform repetitive tasks with more than one step.
- Skill in operating and maintaining motorized vehicles and specialized equipment.

2. Supervisory Controls:

Supervisor makes continuing assignments indicating what is to be done, the methods to be employed, the precautions to be observed, and the standards to be maintained. Instructions are not received on a task-by-task basis, but refer to the performance of tests or sequences of tasks. Work is performed independently, but supervision or technical assistance is constantly available. The supervisor reviews work for technical accuracy and compliance with instructions. New or unusual tasks receive greater supervision. Unfamiliar situations or technical deviations from established practices are referred to the supervisor for guidance or resolution.

3. Guidelines:

Specific guidelines are available in the form of administrative manuals, technical guides, operating procedures, oral instructions, and policy memoranda. Incumbent uses judgement in selecting and adapting guidelines when deviations from guidelines are slight. Significant deviations are referred to supervisor.

4. Complexity:

Incumbent performs a series of related technical tasks which must be completed according to predetermined and established routine. Assignments typically do not require difficult organization or planning of work. In determining what is to be done, incumbent may be required to discriminate between a limited number of factors. The ability to recognize subtle variations in test reactions may be required. Some tasks may require considerable technical skill and must be performed under acute pressure for speed. Incumbent is relied upon to notice deviations in typical reactions or other indications of possible errors. Incumbent must keep detailed and accurate records.

5. Scope and Effect:

The purpose of the work is to assist others by performing some of the simpler technical tasks involved in support of laboratory or field projects. Incumbent's work is critical to the efficiency of the unit.

6. Personal Contacts:

Incumbent has contact with the supervisor, co-workers and general public.

7. Purpose of Contacts:

Contacts are for the purpose of receiving work assignments, getting instructions, receiving or giving information, reporting progress or problems, etc.

8. Physical Demands:

The work involves bending, walking and a moderate amount of physical exertion. The incumbent may be required to lift containers weighing up to 25 pounds. Hand and finger dexterity which is equal to the exacting use of small tools and equipment is required.

9. Work Environment:

Work is performed both indoors and outdoors. The indoor work area has adequate light, heat, and ventilation. Temperature and weather extremes will be encountered in the performance of outdoor work. Incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers or property.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class \_\_\_\_ and \_\_\_\_.